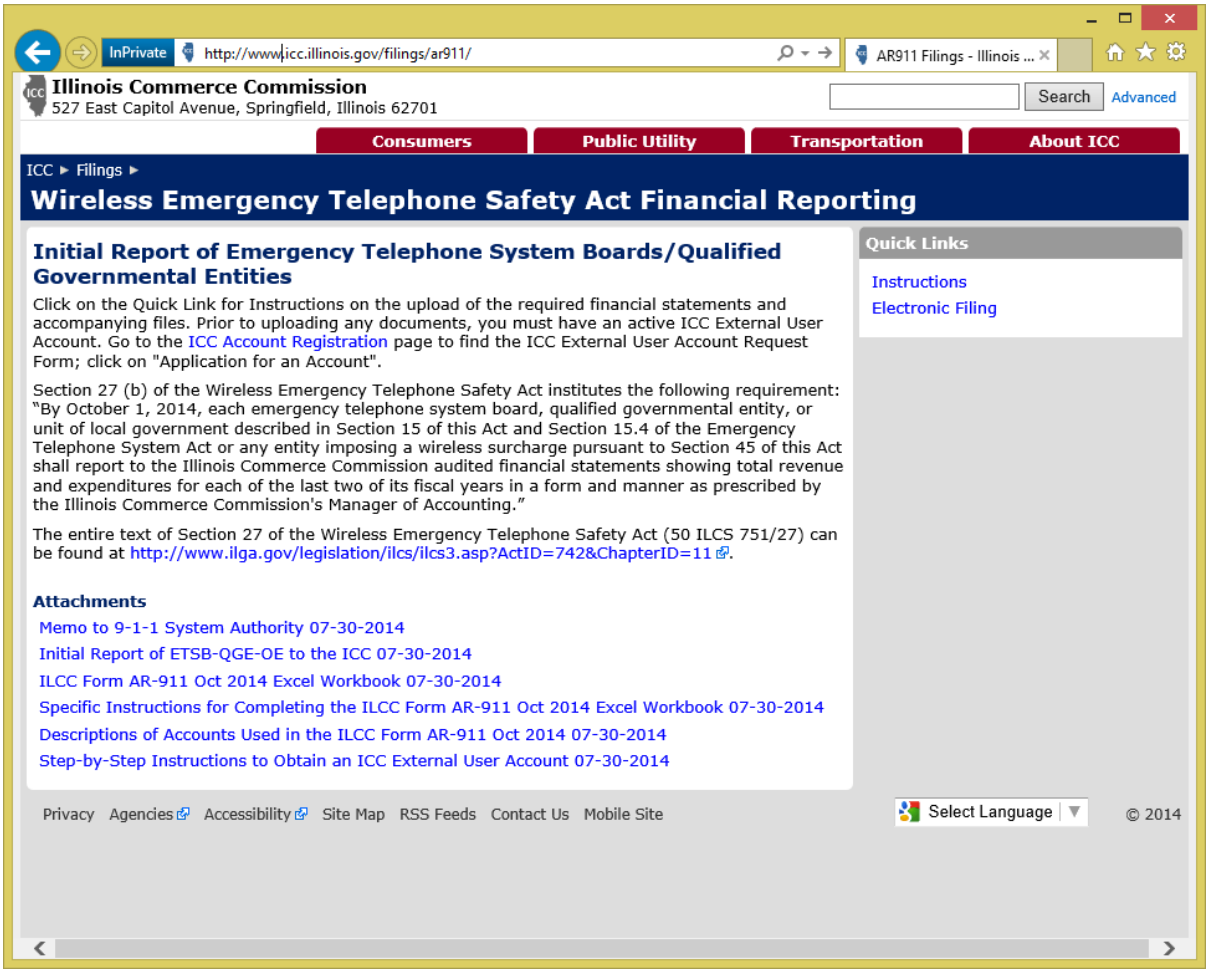
How to Electronically File for Wireless Emergency Telephone Safety Act Financial Report

The Illinois Commerce Commission has implemented an electronic filing system for accepting documents. The Wireless Emergency Telephone Safety Act Financial Report will be accepted using this system.

The URL for the website is the following:

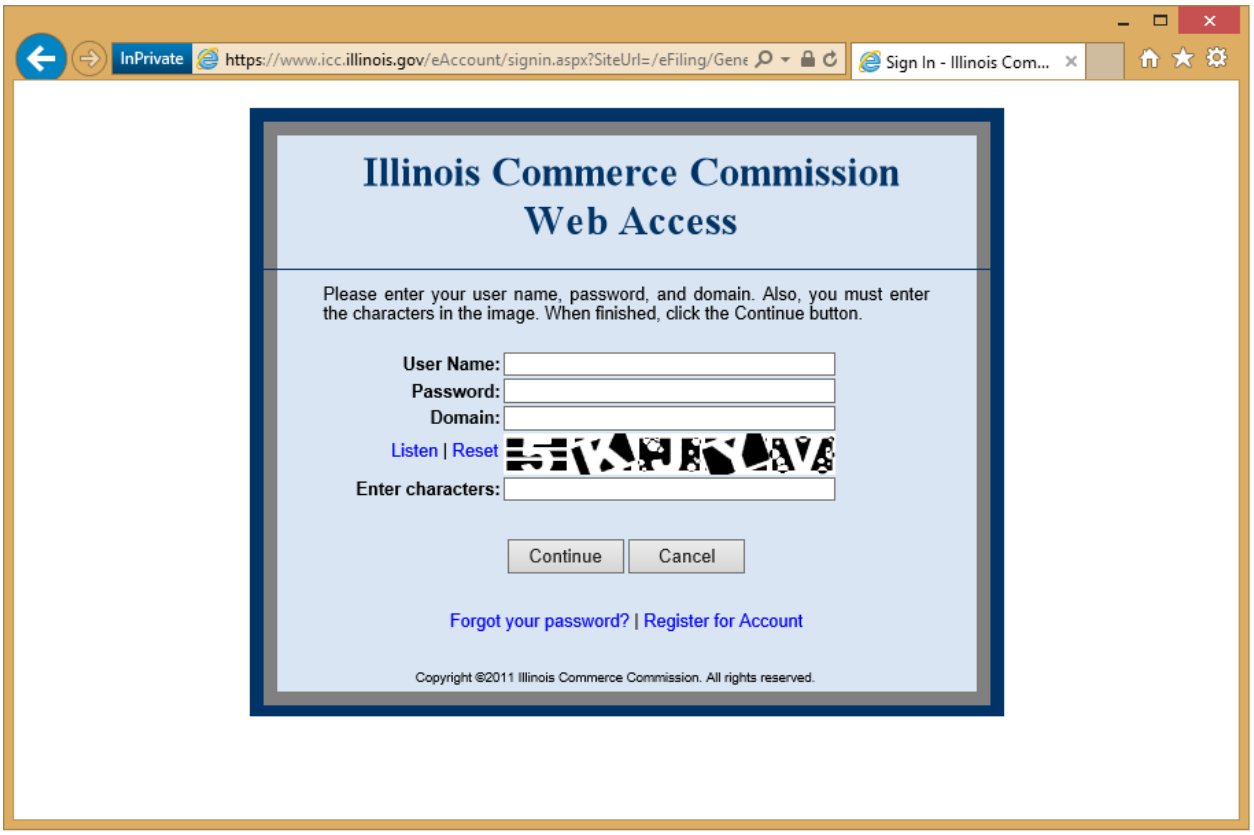
http://www.icc.illinois.gov/filings/ar911



Notice on the right side the two links: Instructions and Electronic Filing. Instructions is a link to this document. Electronic Filing is a link to the filing website.

Sign-on Page

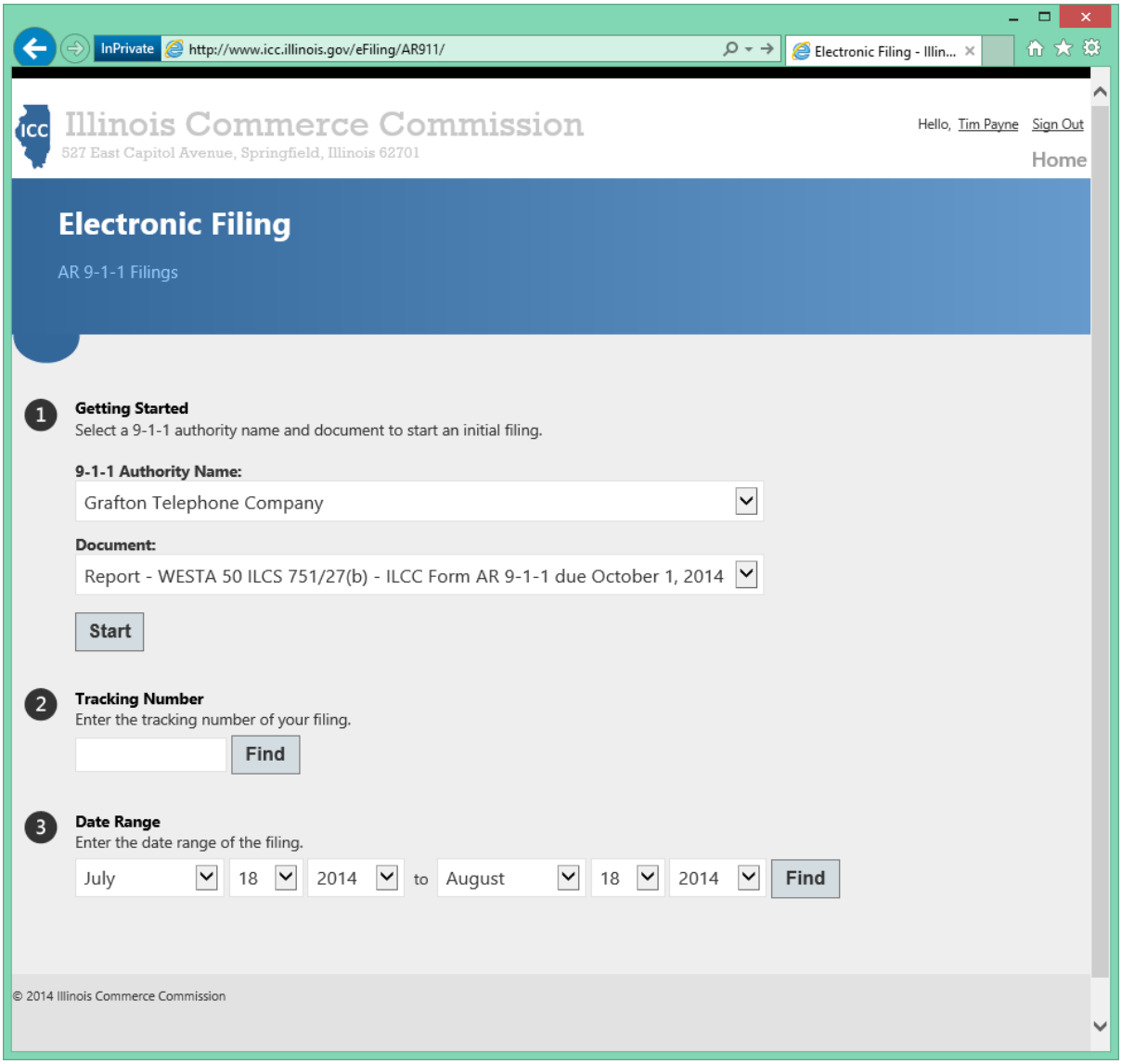
To file on-line, you must enter a user name, password, and domain in the appropriate fields. If you do not have an account, please visit the ICC Web Site and complete the External User Account Request Form http://www.icc.illinois.gov/forms and submit is to the ICC Help Desk. The ICC Help Desk may be reached at 217-782-9230.



Welcome Page

After a successful sign-on, the Welcome page is displayed. On the Welcome page, you may:

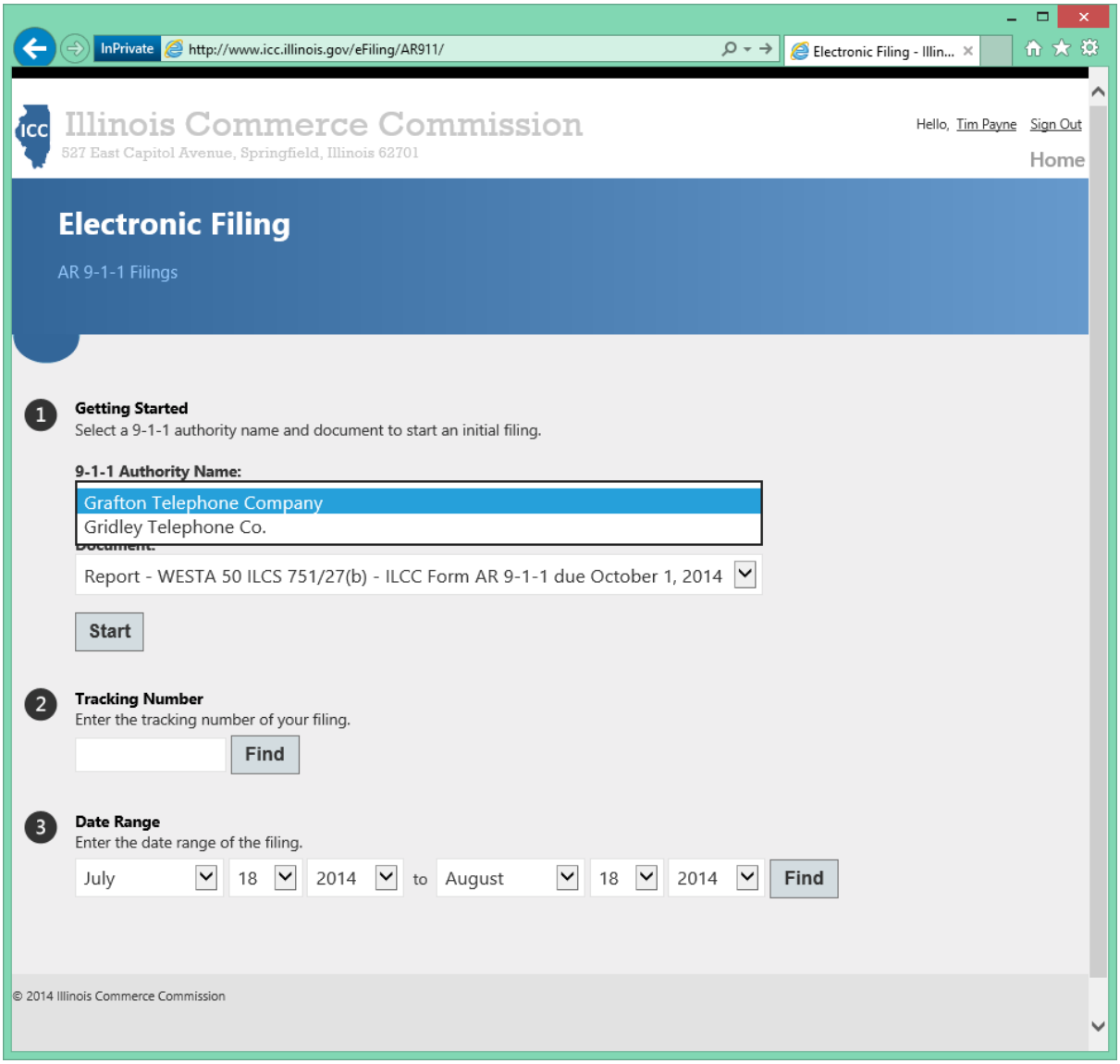
1. Start a 9-1-1 authority name and document to start an initial filing.
2. Enter the tracking number of your filing.
3. Perform a date range search for a filing.



How to Make an Initial Filing

Step 1: Select a 9-1-1 Authority Name

The next step is to select a 9-1-1 authority name to start an initial filing. To perform an initial filing for a 9-1-1 authority, you must be authorized. The 9-1-1 authority name list will show all 9-1-1 authorities under which you may file. If the 9-1-1 authority list is empty, please contact the ICC Help Desk at 217-782-9230 so the issue can be investigated and corrected.

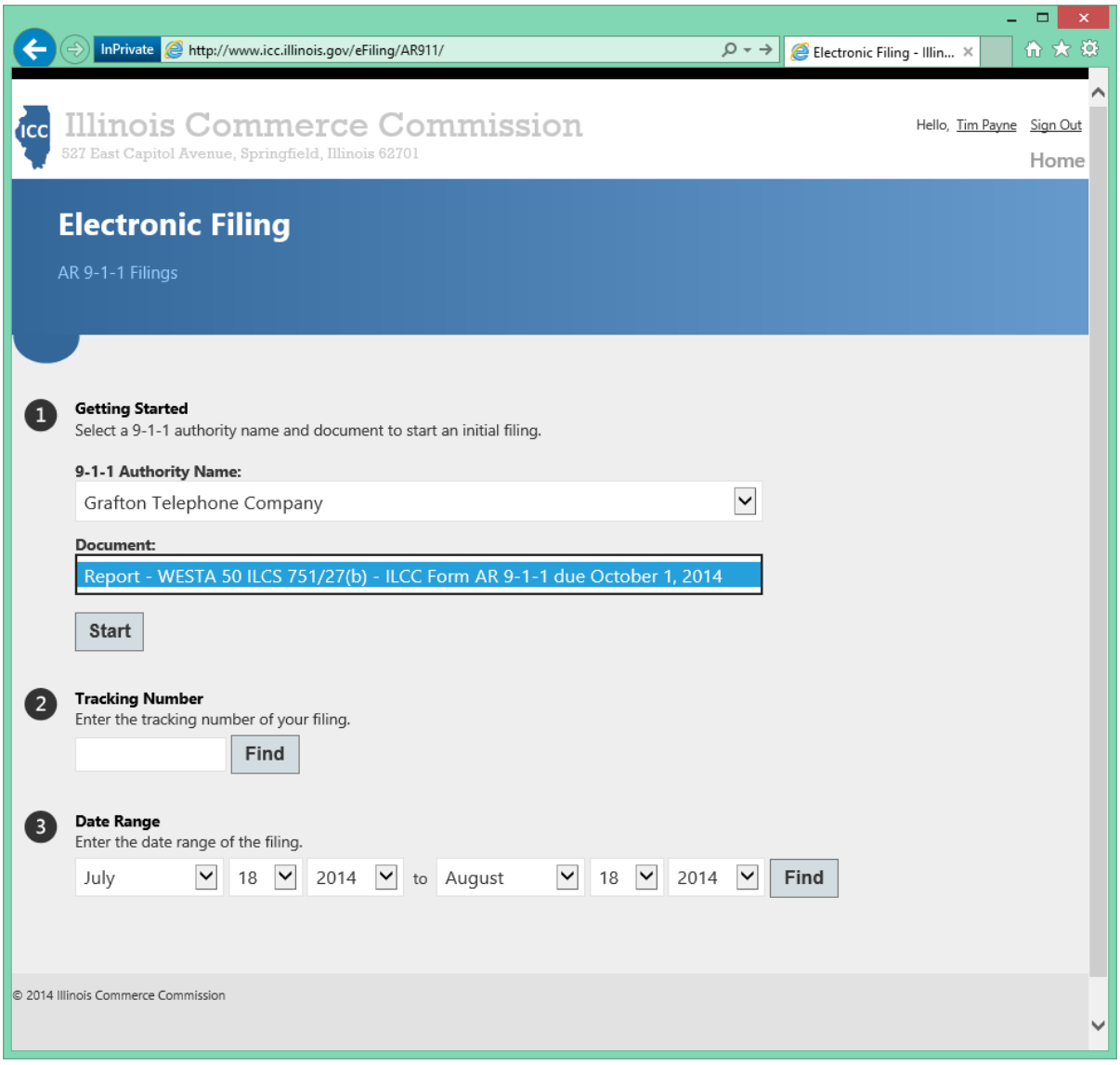


How to Make an Initial Filing

Step 2: Select a Document from the List

The next step is to select a document type. To select a document, you must be authorized. The document type list will show all document types to which you may file for this 9-1-1 authority. If the document type list is empty or incorrect, please contact the ICC Help Desk at 217-782-9230 so the issue can be investigated and corrected.

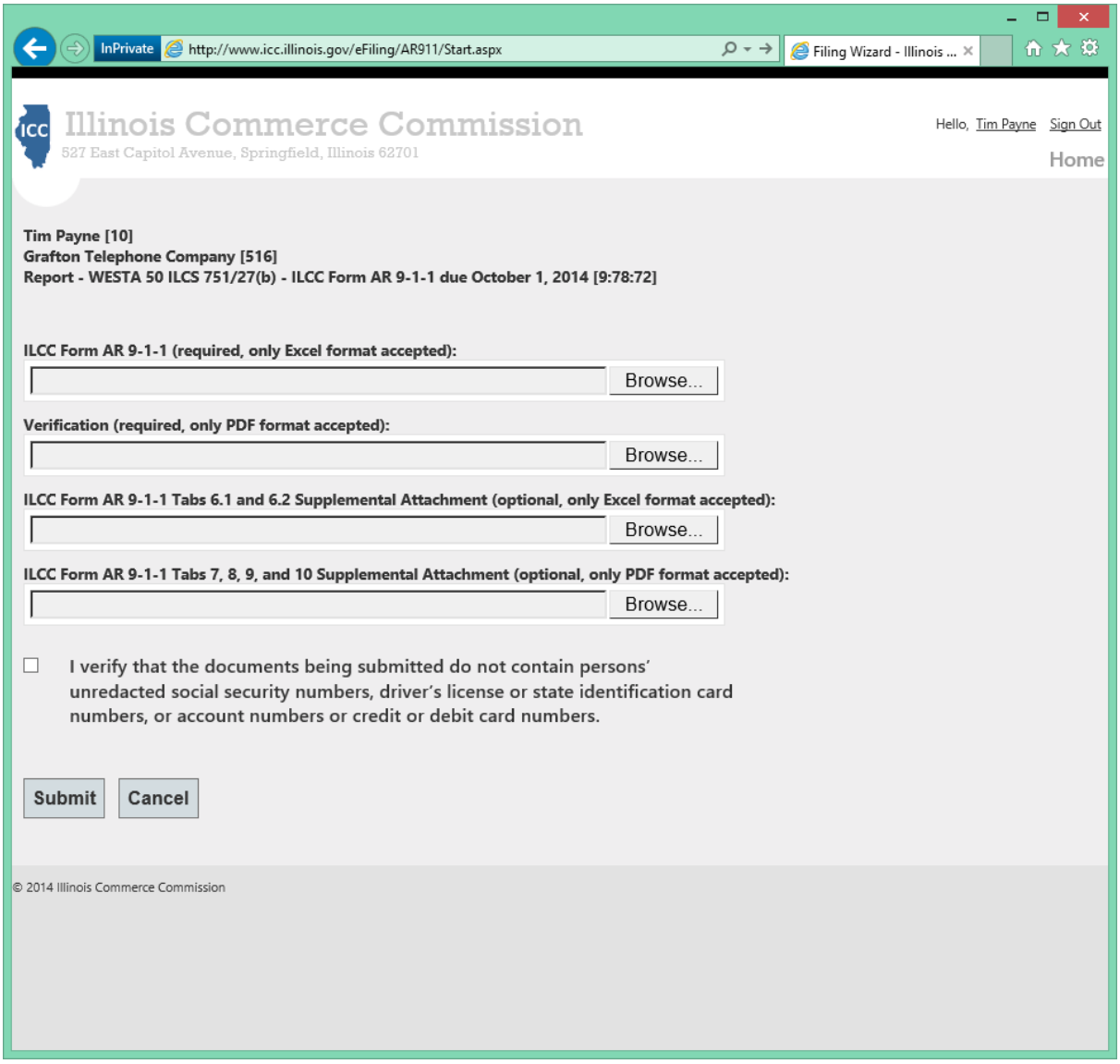
After a 9-1-1 authority and document are selected, click the Start button to proceed to the filing wizard.



How to Make an Initial Filing

Step 3: Select a File(s) for Upload

The next step is to select a file. To select a document, click the browse button. A dialog box will appear. Navigate to the file on your computer and click it.

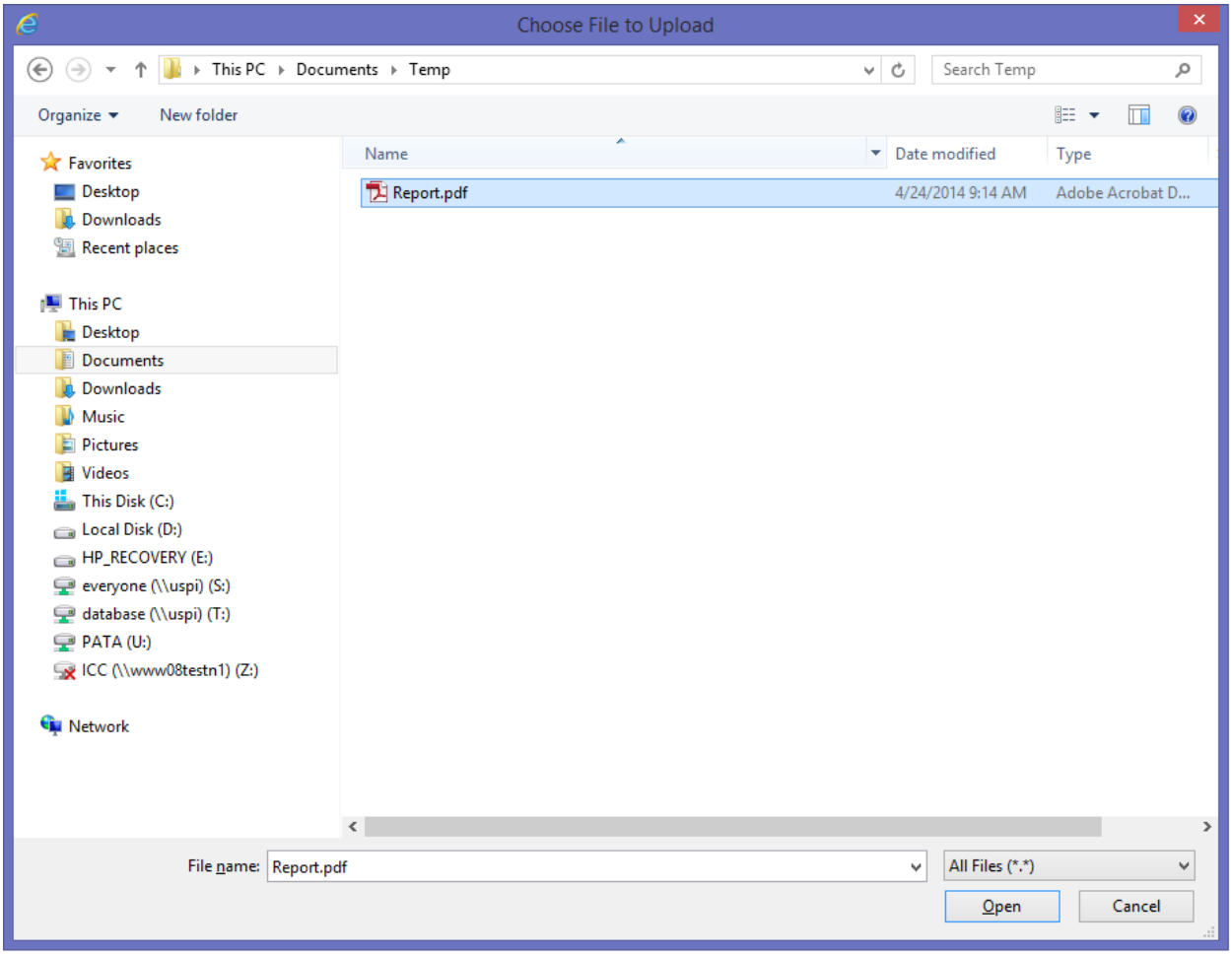


Please Note: Only Microsoft Excel Format (XLS or XLSX) or Adobe Portable Document Format (PDF) may be uploaded. The label states which format is accepted for a particular file.

How to Make an Initial Filing

Step 4: Choose a File to Upload Dialog Box

From the dialog box, choose the file to upload.

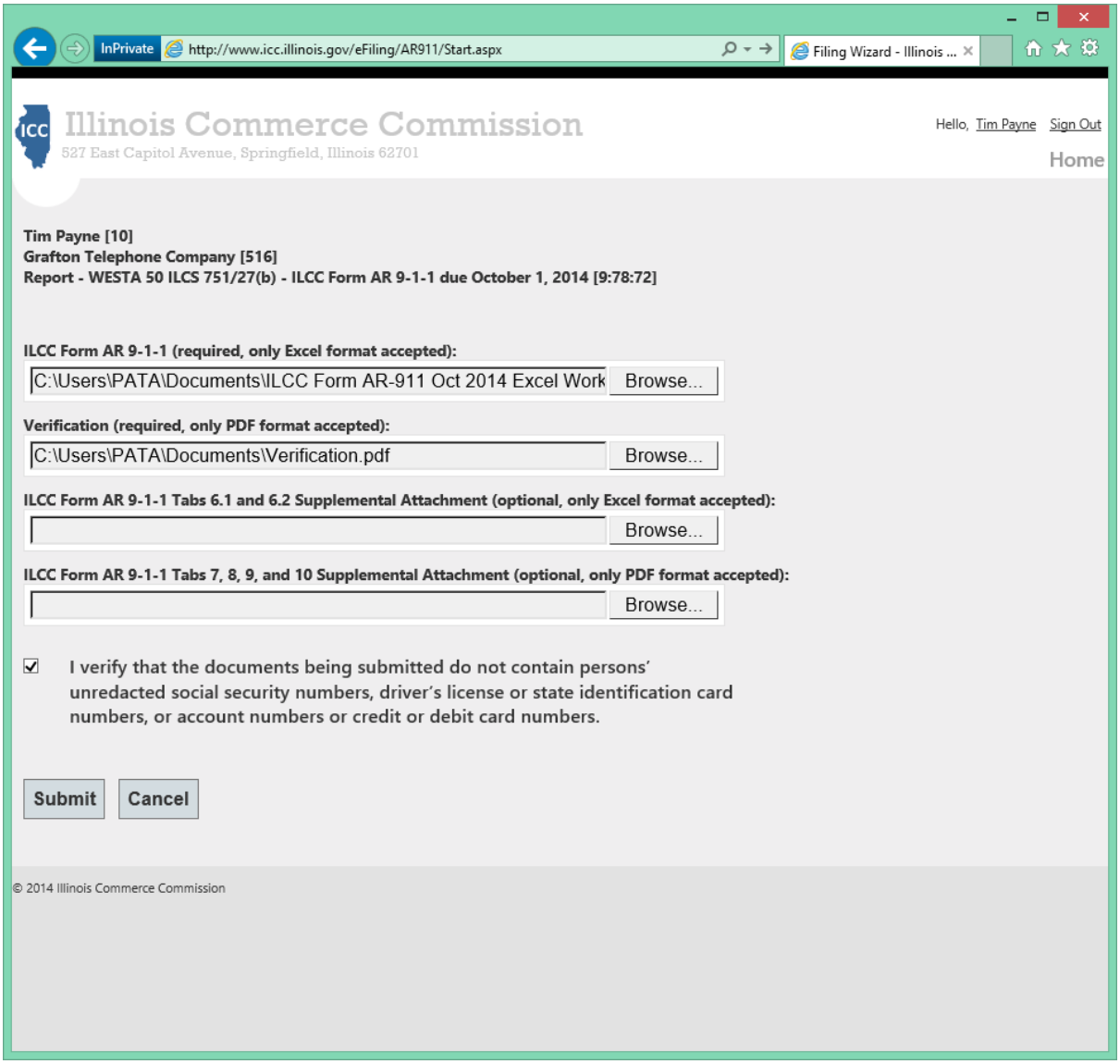


Please Note: Only Microsoft Excel Format (XLS or XLSX) or Adobe Portable Document Format (PDF) may be uploaded. The label states which format is accepted for a particular file.

How to Make an Initial Filing

Step 5: Check Private Information Disclaimer

Once selected, the document field shows the local path for the document. To complete the filing, check the box next to the private information disclaimer. To proceed, click the submit button to upload the document. The cancel button will end the upload and return to the welcome page.

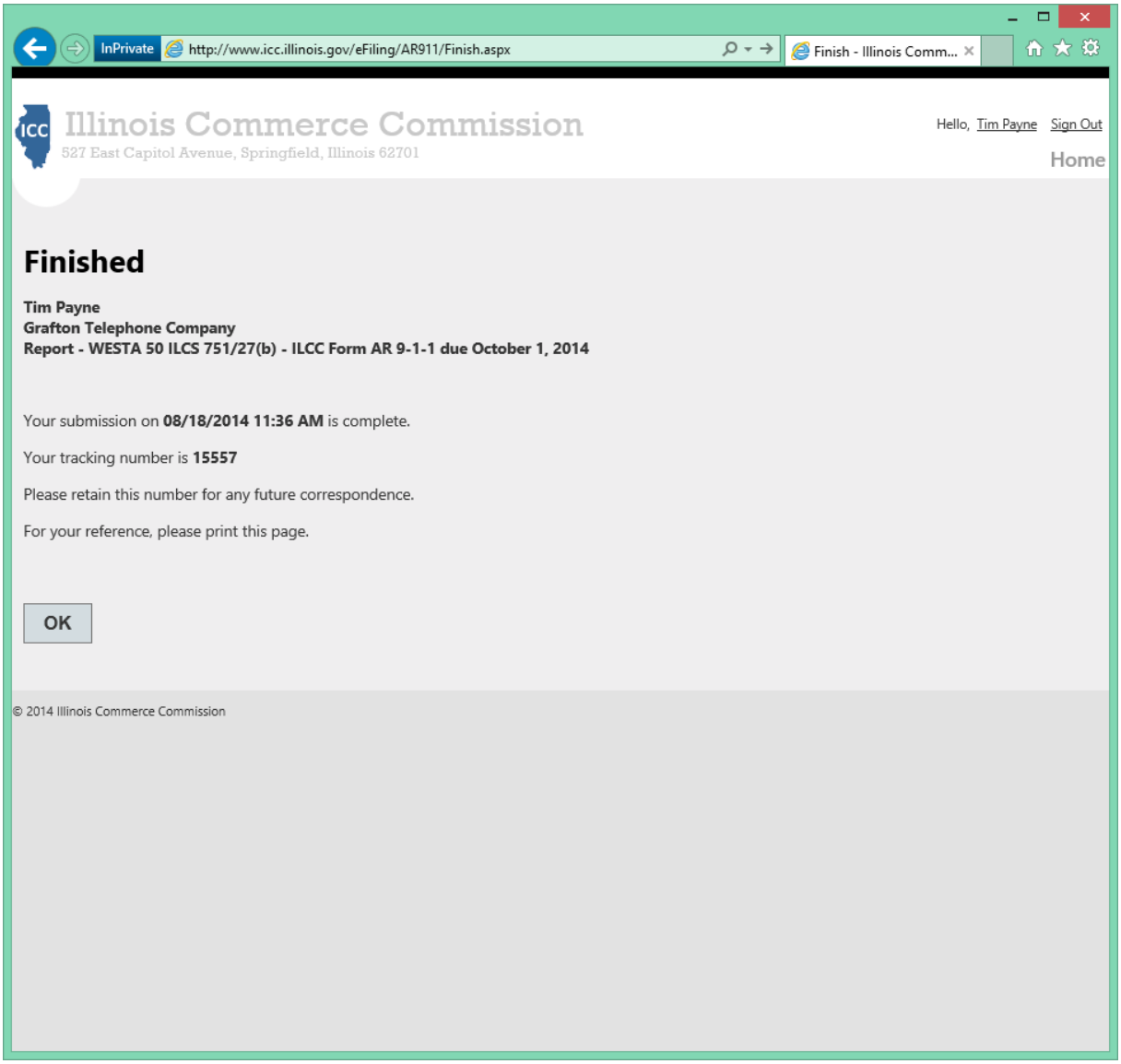


Please Note: Only Microsoft Excel Format (XLS or XLSX) or Adobe Portable Document Format (PDF) may be uploaded. The label states which format is accepted for a particular file.

How to Make an Initial Filing

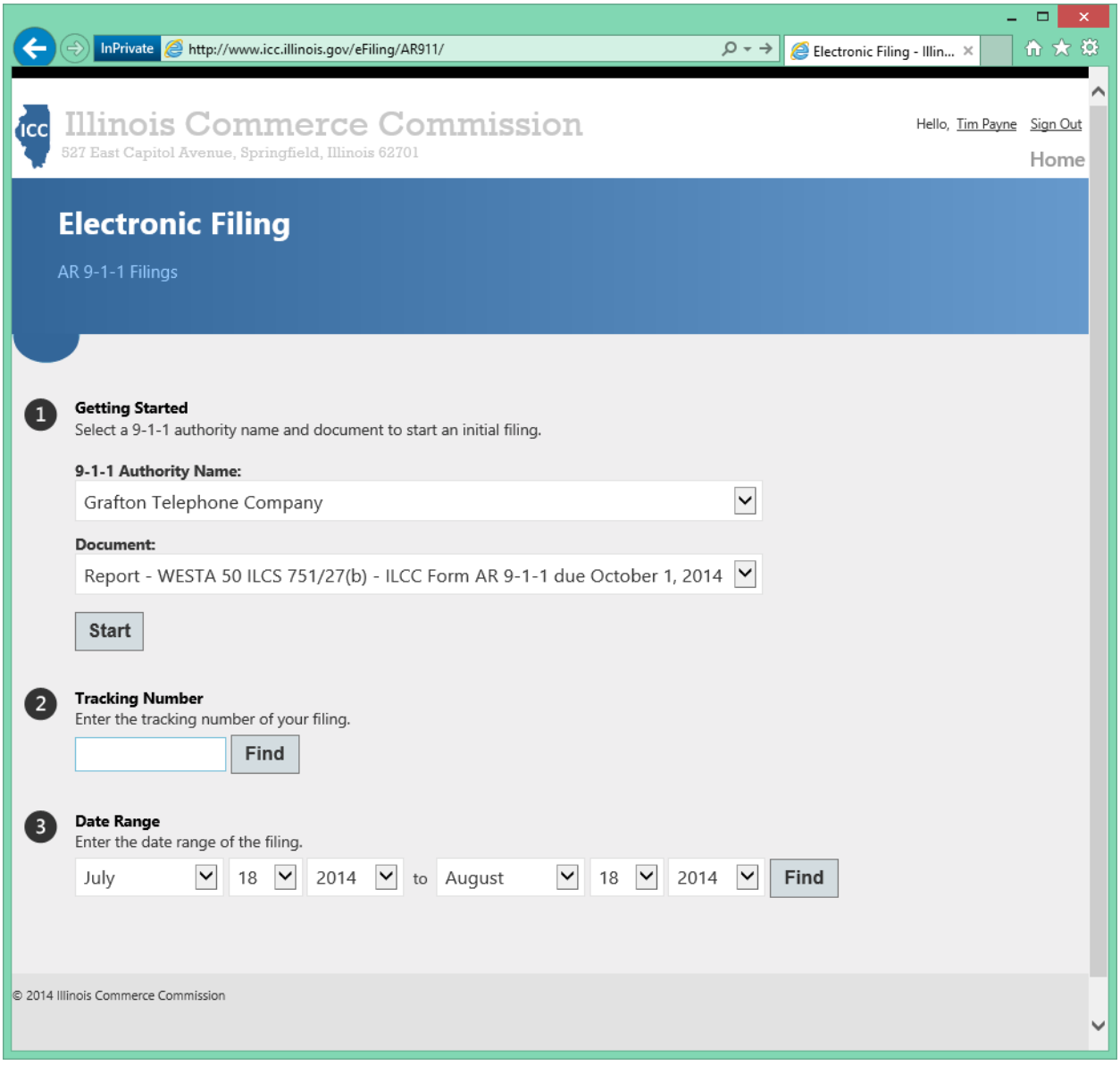
Step 6: Finished

When the upload has completed, the finished page is displayed. Please print this page for your records. You may need the tracking number for any inquires related to this filing.



How to Find a Filing

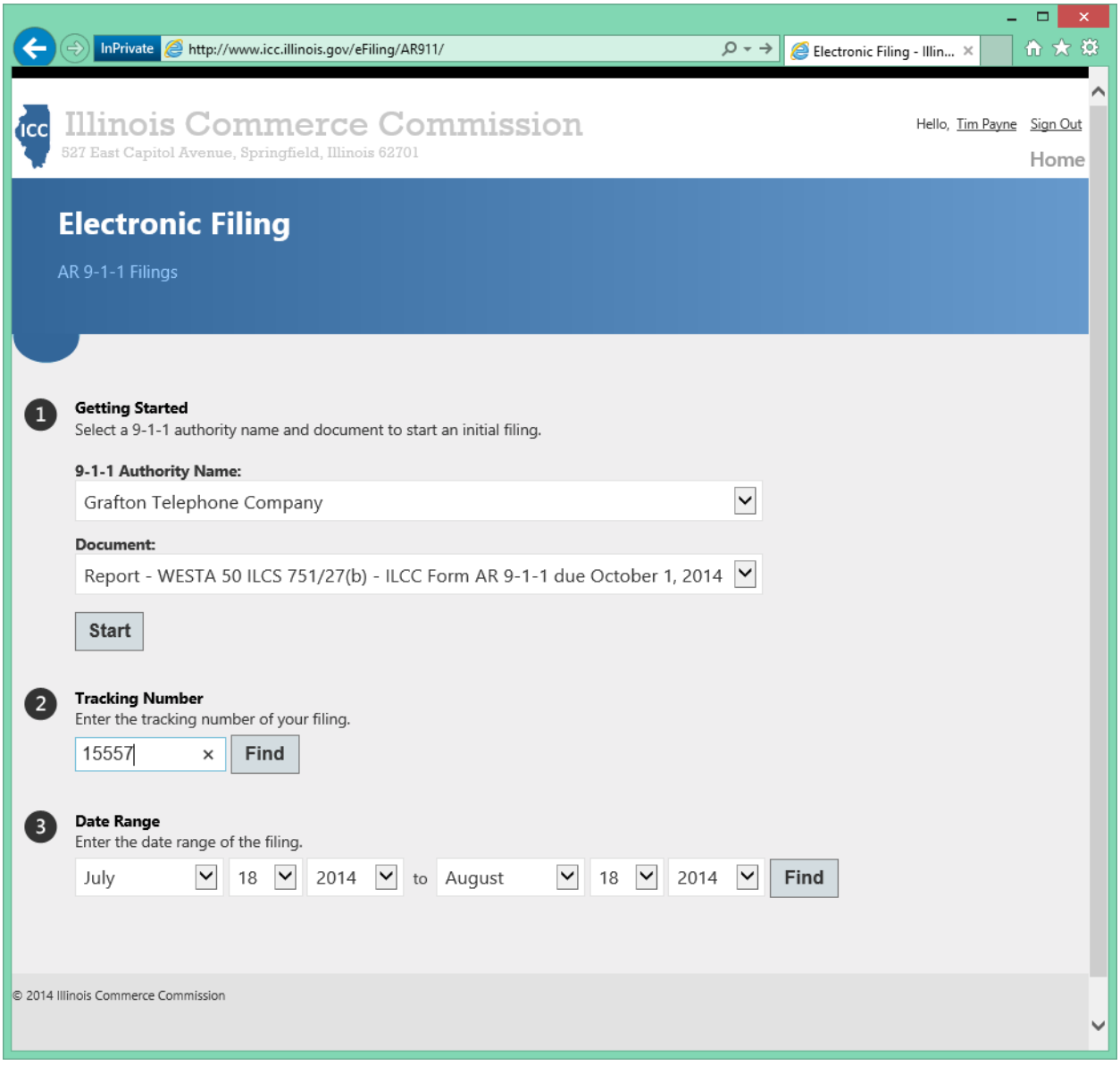
A filing may be located by two methods: a tracking number or a date range. If the tracking number is known, enter it in the appropriate text box. If the tracking number is not known, use the date range to find a filing.



How to Find a Filing Using a Tracking Number

Step 1: Enter a Tracking Number

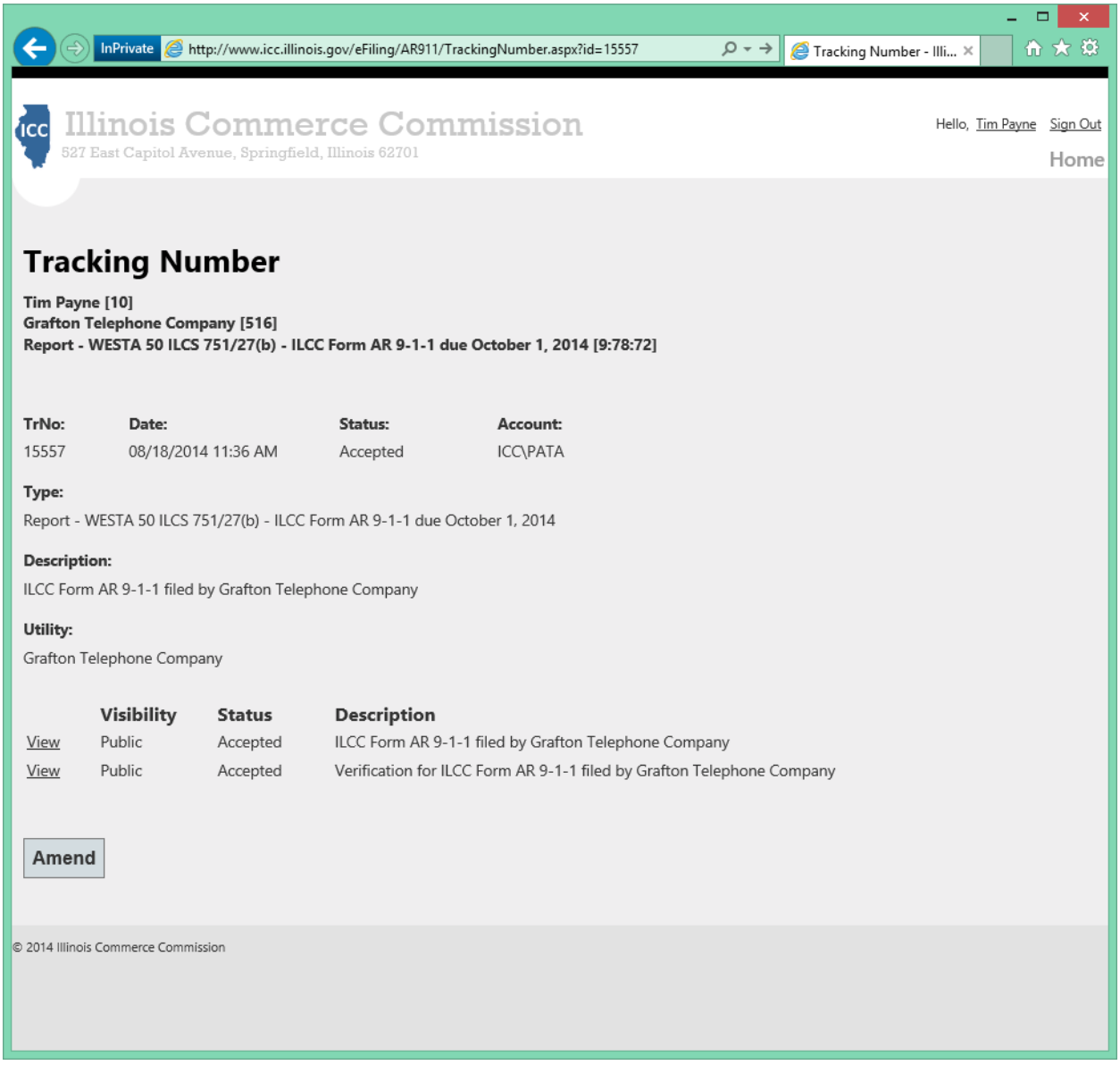
Enter the track number of the filing in the text box. Click the Find button to submit the request.



How to Find a Filing Using a Tracking Number

Step 2: View the Filing

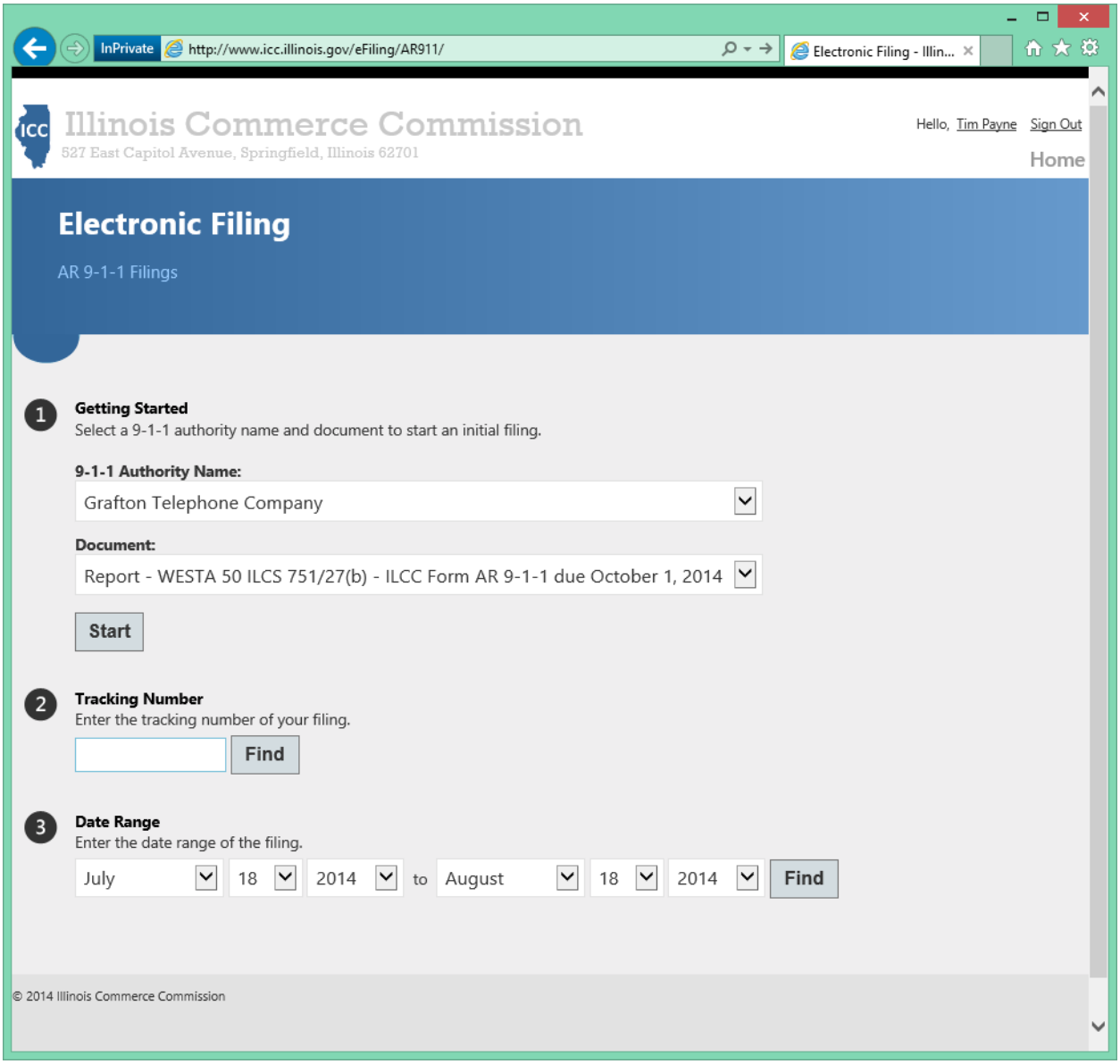
On the tracking number page, all information related to this filing is available.



How to Amend an Initial Filing

Step 1: Find the Filing

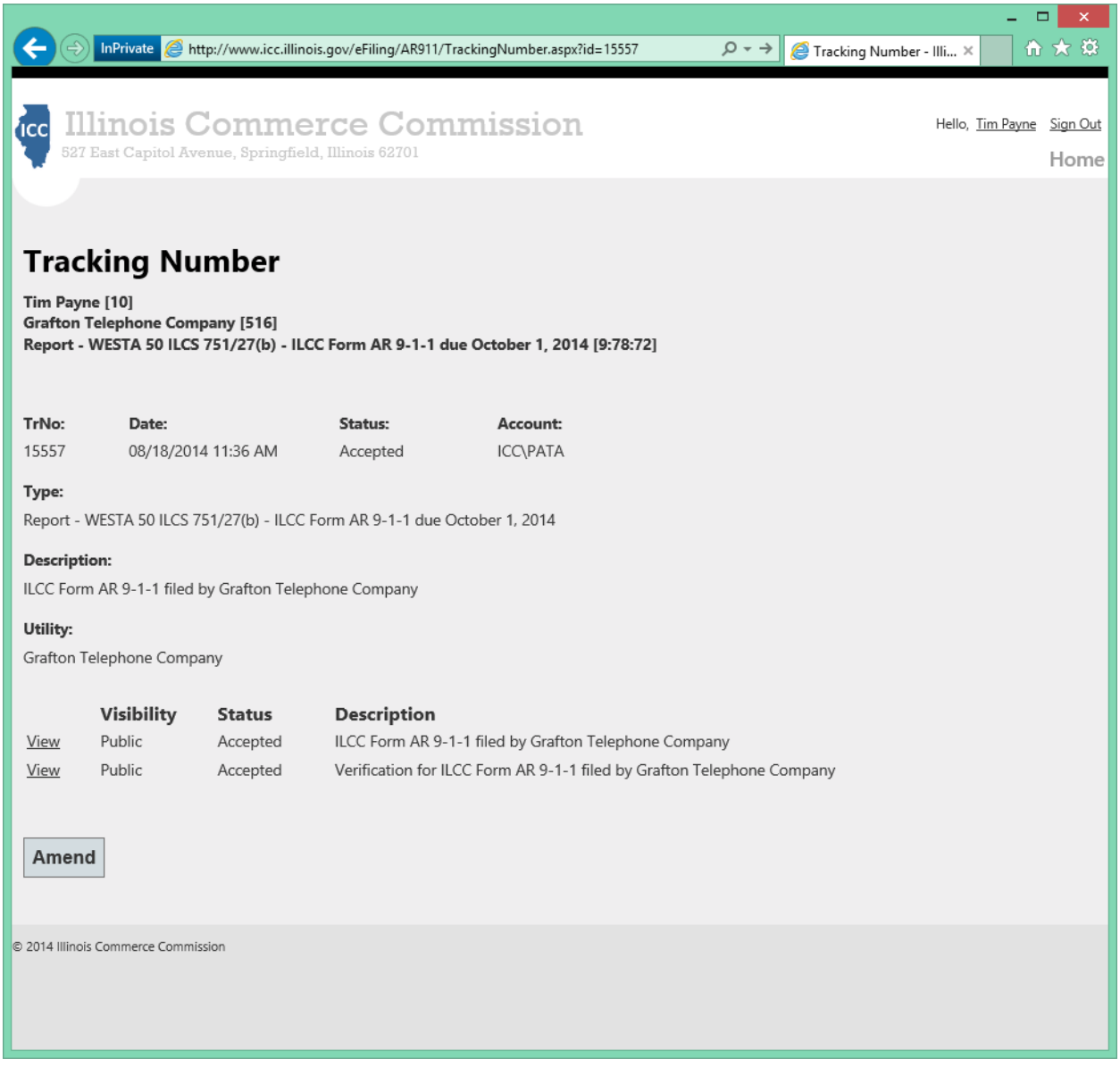
A filing may be located by two methods: a tracking number or a date range. If the tracking number is known, enter it in the appropriate text box. If the tracking number is not known, use the date range to find a filing.



How to Amend an Initial Filing

Step 2: View the Filing

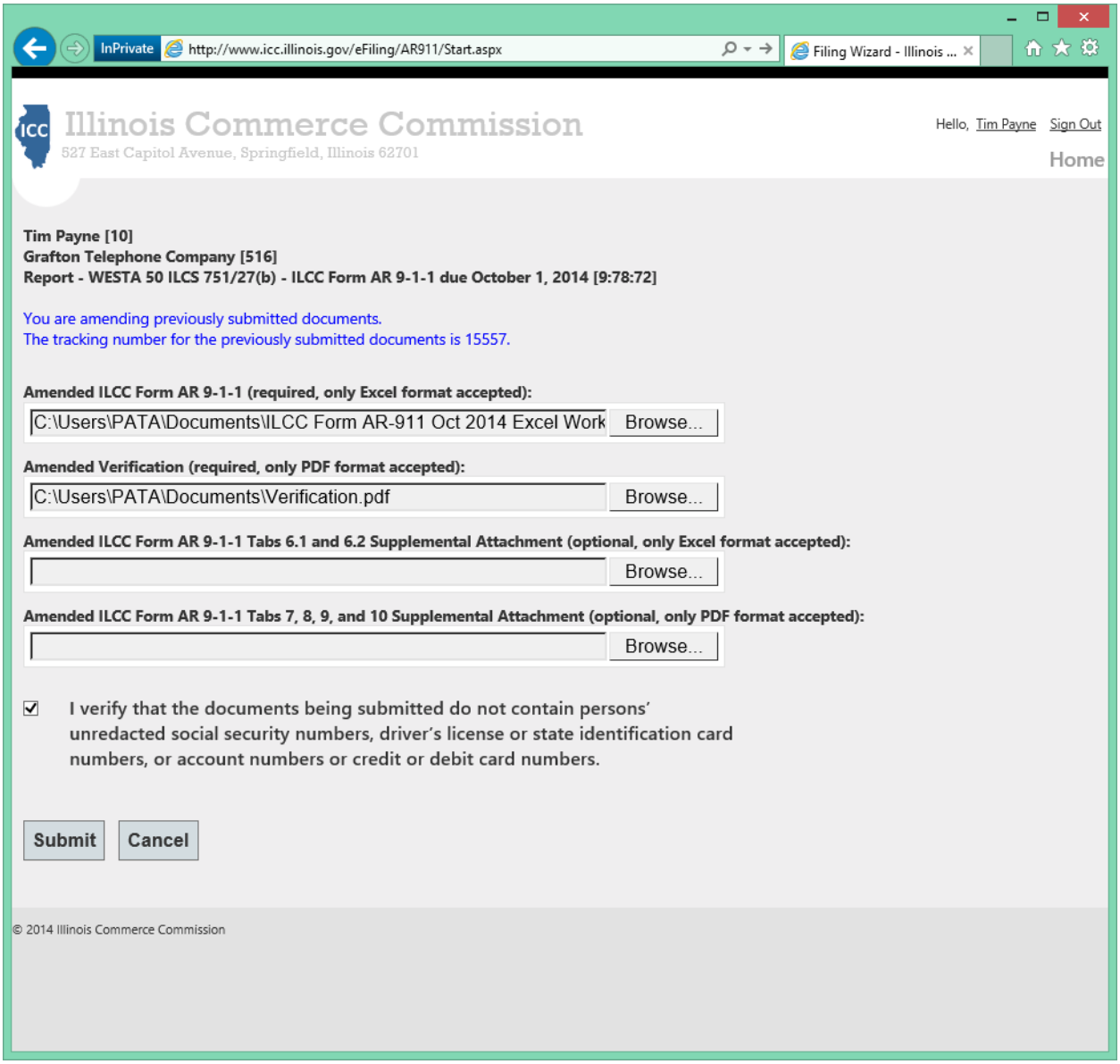
On the tracking number page, all information related to this filing is available. Click the amend button at the bottom of the page.



How to Amend an Initial Filing

Step 3: Upload All Files

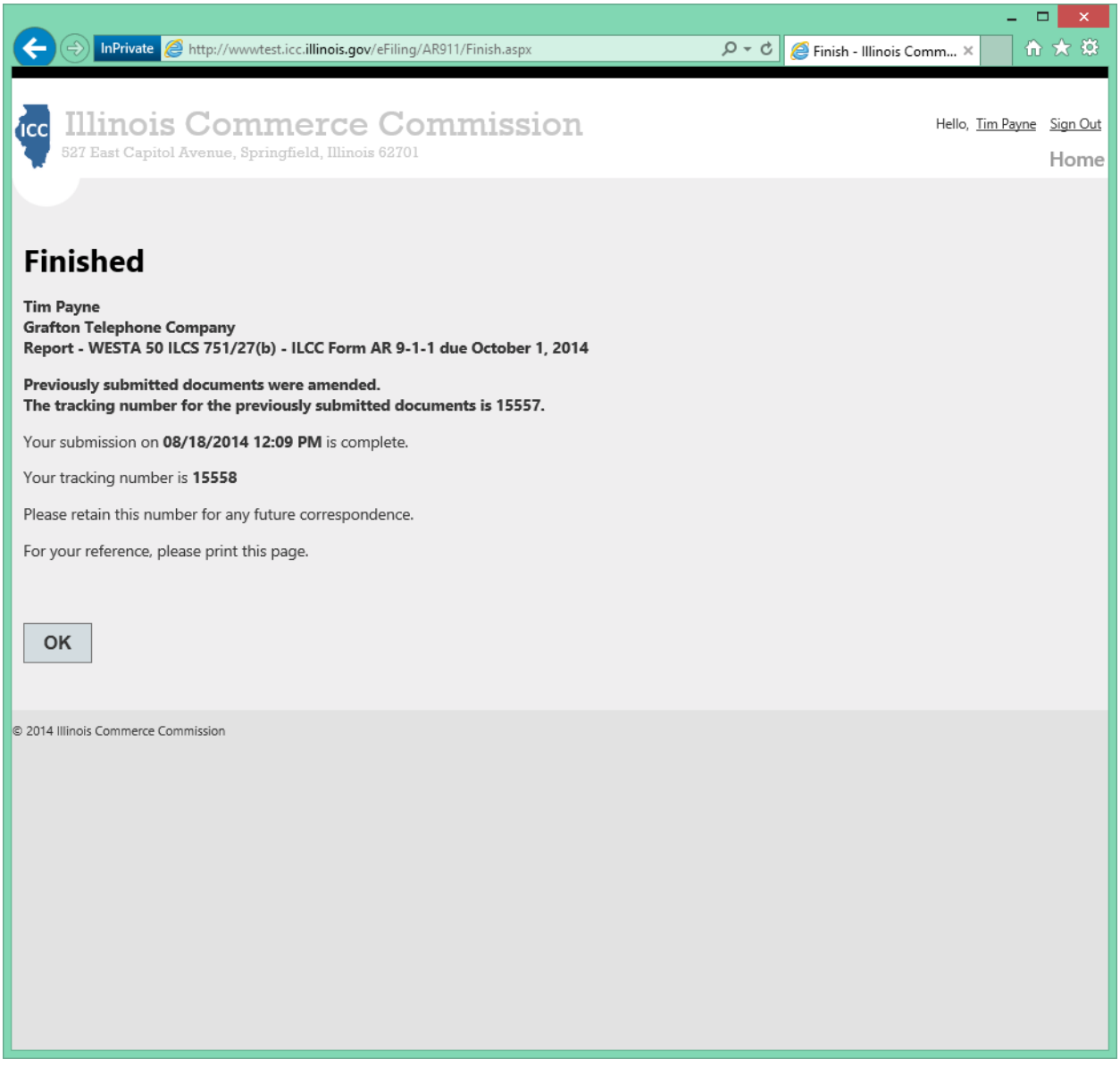
The next step is to select a file. To select a document, click the browse button. A dialog box will appear. Navigate to the file on your computer and click it. All files from the initial filing will need to be submitted even if only one file was amended.



How to Amend an Initial Filing

Step 4: Finished

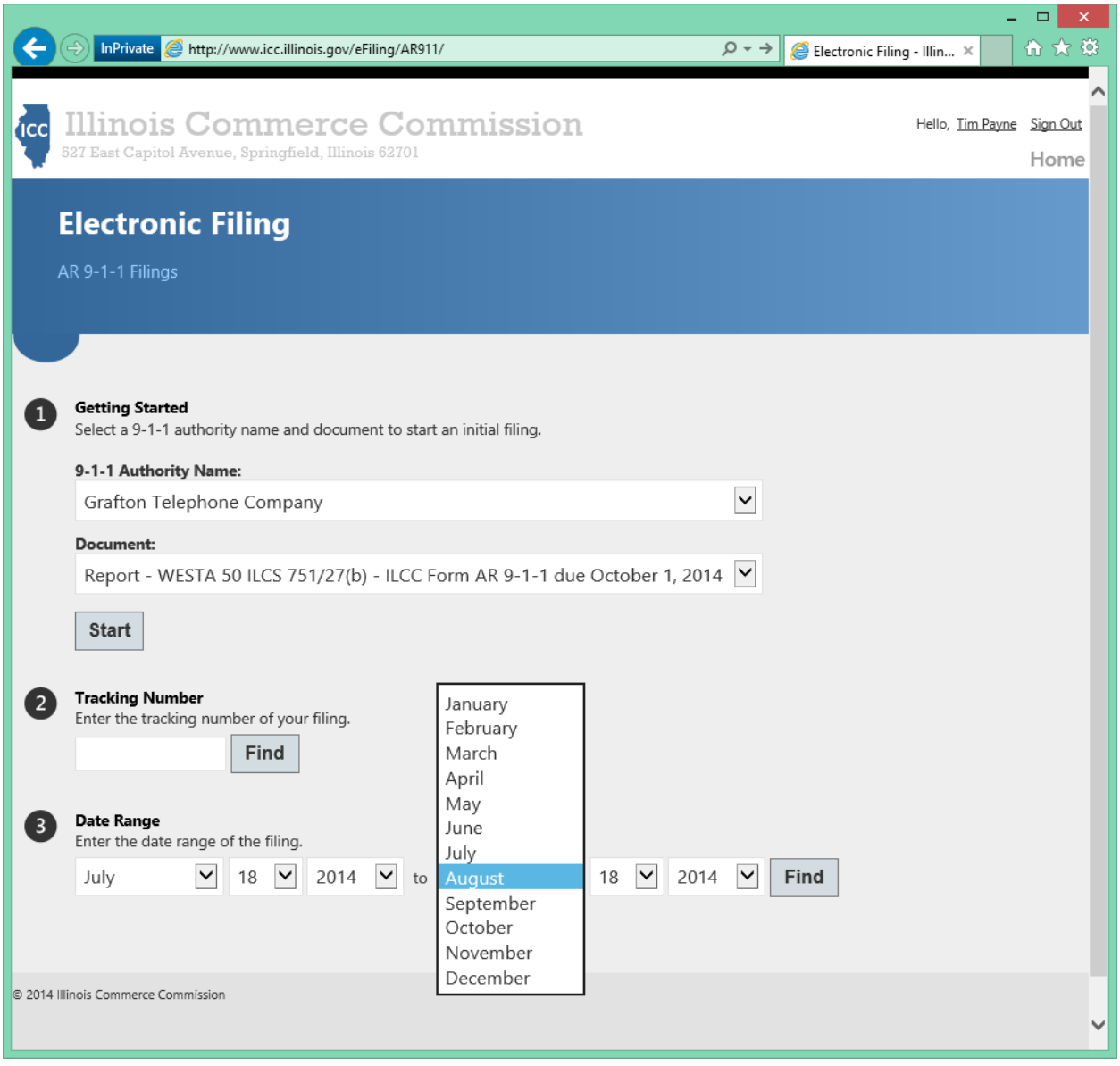
When the upload has completed, the finished page is displayed. Please print this page for your records. You may need the tracking number for any inquires related to this filing.



How to Find a Filing Using a Date Range

Step 1: Find a Filing Using a Date Range

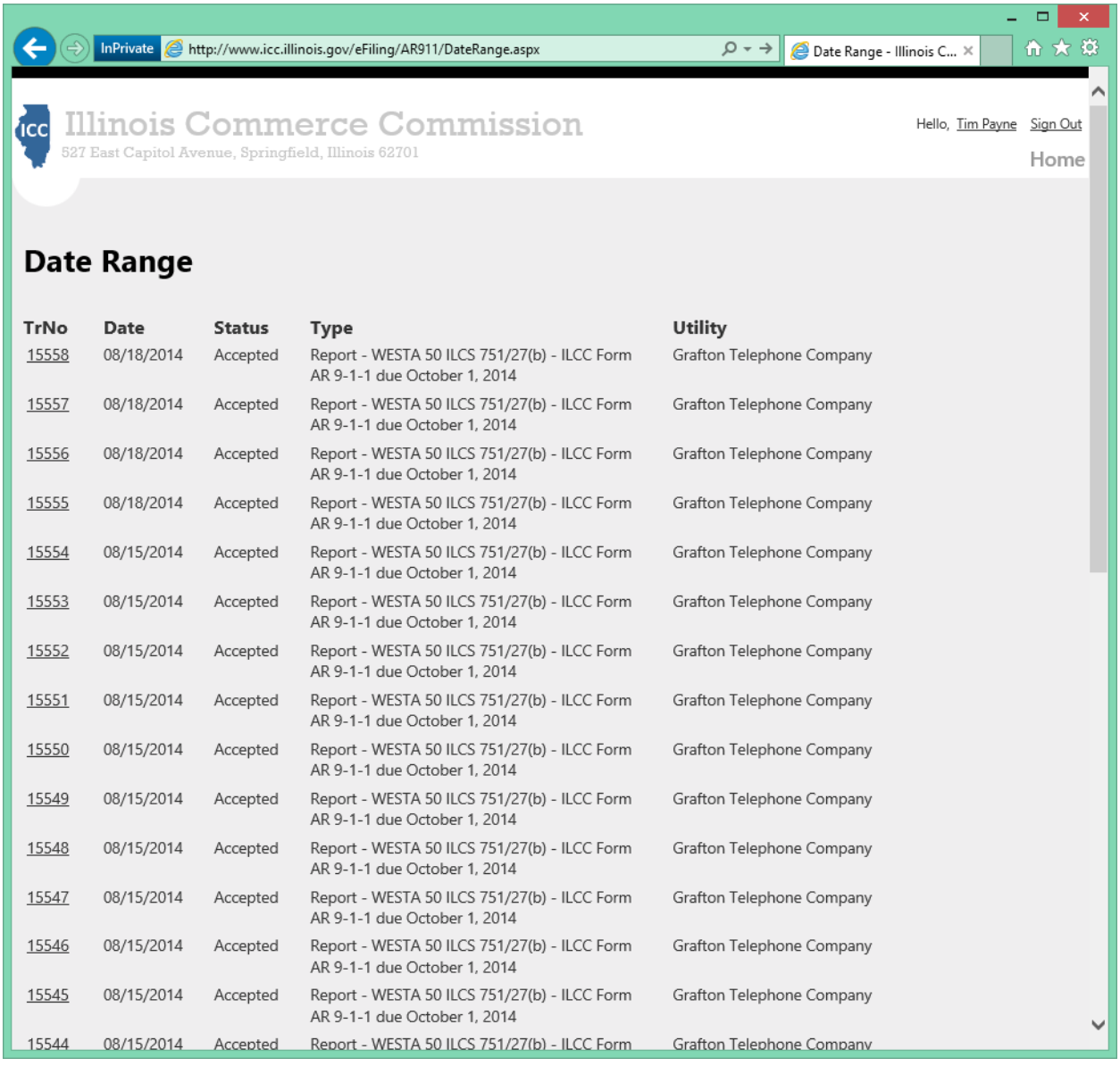
Select the date range of the filing using the date drop-down lists. Click the Find button to submit the request.



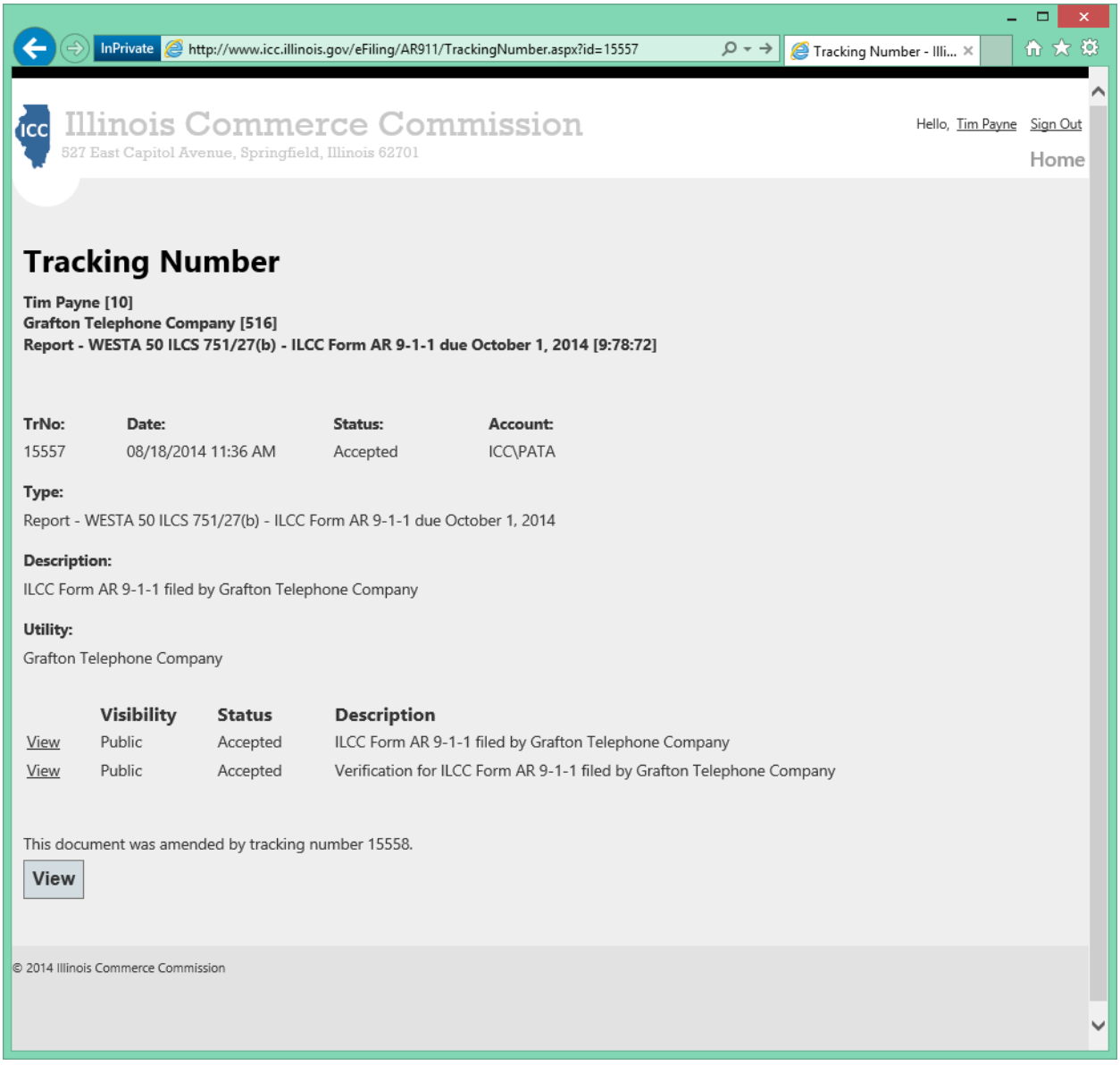
How to Find a Filing Using a Date Range

Step 2: Date Range Report

A list of all filings submitted in the given date range is displayed. Click the tracking number of the filing that you want to view.



How to Find a Filing Using a Date Range

Step 3: View the Filing

On the tracking number page, all information related to this filing is available.